

FREEDOM OF SPEECH CODE OF PRACTICE

EDUCATION (NO 2) ACT 1986

1. Under Section 43(1) of the Act, the Board of Governors is required to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for staff and students of the University and visiting speakers.
2. This requirement includes the duty to ensure, so far as is reasonably practicable, that the use of University premises, including those controlled by the Union of Students, is not denied to any individual or organisation on any ground connected with the beliefs or views of individuals or the policy or objectives of that organisation.
3. The Board of Governors is required under Section 43(3) to issue and keep up to date a code of practice setting out how it will fulfil its obligations under the Act.
4. The Board of Governors endorses the principle of freedom of thought and expression within the University and within the limitations of the law.

SCOPE

5. This Code of Practice applies to:
 - i) all meetings and similar activities (events) which take place on University premises or the premises of the Students' Union, or under the authority of the University or the Students' Union;
 - ii) all events that take place away from University premises which are affiliated to the University or are funded by the University or are branded as University events
 - iii) all employees of the University, students of the University and employees of the Students' Union.
6. In addition, all visiting speakers and all other persons involved in the organisation of events are expected to abide by those parts which apply specifically to them.

LEGISLATION

7. The Human Rights Act also requires the Board of Governors to ensure freedom of thought, conscience and religion (Article 9) and freedom of expression (Article 10). The rights expressed in both articles, as with the Education (No2) Act 1986, are subject to 'such limitations as are prescribed by law'.
8. There are a wide range of limitations prescribed by law. They are to be found in equality legislation, health and safety legislation and aspects of the criminal law such as public order, criminal damage and anti-terrorism legislation. Most of this legislation operates on the basis that freedom of speech is protected as long as it

does not infringe the rights of others, or cause others harm, or may cause others harm. Some equality legislation requires the University to positively promote equality and good relations between groups. Those duties may come into conflict with allowing expressions of views which are opposed to equality or may lead to worsening relations. Anti-terrorism legislation has resulted in a list of proscribed organisations which are therefore outlawed in the UK. It has also resulted in a number of new offences including the offence of publishing a statement which is likely to be understood as directly or indirectly encouraging terrorism. The Counter-Terrorism and Security Act 2015 requires the University to have due regard to preventing people being drawn into terrorism. The University may need to exercise its authority under the Code to ensure that events and speakers do not misuse the University's premises, facilities or brand to promote extremist views where these are deemed likely to draw people into terrorism.

CRITERIA FOR USE OF PREMISES

9. A request to hold an event will only be refused when in the view of the University:
- i) the event, or the publicity for the event, is likely to include, or lead to, or incite, an illegal act, or make it likely that the University will be failing to act in accordance with duties imposed on it by law, or infringe the rights and freedoms of others;

(For the purposes of illustration, 9(i) may include, but not be limited to:
 - incitement of those persons attending to commit a criminal act;
 - the expression of views which may be contrary to the law, or the expression of views in a manner which may be contrary to the law;
 - organisation of the event, by, on behalf of, or in support of, a proscribed organisation;
 - any likely breach of the peace which may result from the event);
 - ii) the event is beyond the capability of the University to handle, including the protection of participants and University staff from harm and the security of University premises and equipment;
 - iii) the event has not been authorised through the relevant procedure laid down by the University for the authorisation of events.
10. In reaching a decision based on the criteria the University will give careful consideration to available evidence and all the relevant issues, and act proportionally.
- It will balance the right to freedom of speech, and its duty to protect it, with any relevant legal limitations. It will also take into account relevant guidance that may be issued by appropriate bodies such as the government and UUK.
11. All organisers of events will have to undertake to comply with all lawful and reasonable instructions issued by authorised University staff in relation to the location, arrangement and conduct of such meetings including adequate stewarding, chairing and provision of adequate control over entry. Such instructions may be issued as conditions for allowing the event to go ahead or, subsequently, including during the event.

12. Permission to hold an event may be withdrawn, or an event which is underway may be terminated, if any aspect of it is found subsequently to breach the above criteria, or the organisers of the event are found to be in breach of the relevant contract, or they are found to have provided false or misleading information, or they fail to comply with lawful and reasonable instructions issued by authorised University staff.
13. The University reserves the right to seek advice from the police about any public order aspect of a proposed event, and to make police support at an event a condition for it to be allowed to go ahead.

CODE OF CONDUCT

14. Under this Code of Practice the conduct required by employees and students of the University and employees of the Students' Union shall be of such standard as to enable the University to meet its statutory duties to ensure freedom of speech.
15. In particular staff and students must not participate in activities which substantially disrupt the holding of any authorised meeting in University premises including those administered by the Students' Union, or the holding of any meeting authorised by the University or the Students' Union.
16. Any breach of this code of conduct by staff or students may be treated as a disciplinary matter and the University may take action in accordance with staff or student disciplinary procedures.

PROCEDURES

17. The University reserves the right to have different procedures for different categories of event e.g. events organised by members of staff as part of their normal teaching or research activity, events organised by external bodies.
18. All relevant procedures may include, in addition to any other aspects:
 - specification of reasonable advance notice of the intention to hold the event,
 - a requirement that the organiser of an event provide all the information necessary for the University to reach a decision,
 - a schedule of charges and a requirement to sign a contract .
19. All procedures relating to events have to be authorised by the Deputy Vice-Chancellor (Strategy and Operations).

AUTHORISATION

20. The Deputy Vice-Chancellor (Strategy and Operations), is authorised to decide whether or not an event should go ahead and to decide if an event underway should be terminated. If the Deputy Vice-Chancellor (Strategy and Operations), is unavailable at the time the decision has to be made, the decision shall be made by such other person as is designated by the Vice-Chancellor.

21. The above authority covers events organised by the Students' Union or to take place on Student Union premises as well as events organised by the University or to take place on University premises.
22. Nothing in the above shall preclude bookings being refused or terminated on procedural or contractual grounds by other members of staff authorised to do so in the relevant procedure.
23. The refusal of any booking by the Deputy Vice-Chancellor (Strategy and Operations), or other person authorised by the Vice-Chancellor will be reported to the next meeting of the Board of Governors.

Issuing Authority: University Secretary

Paper GB/87/2, revised June 1993, July 2001, November 2007, February 2016, October 2017.
September 2018

PROCEDURE FOR EXTERNAL SPEAKERS (INCLUDING PERFORMERS AND TRAINERS), EXHIBITORS OR EVENT SPONSORS (“Procedure”)

This Procedure, which applies to University staff, Students’ Union staff, and students of the University, is a procedure under the University’s [Freedom of Speech Code of Practice](#) (“**Code of Practice**”). It relates to the organisation of events involving external speakers (including performers and trainers), exhibitors or event sponsors (including where members of the University community host and/or speak on behalf of an external organisation).

EVENTS COVERED BY THIS PROCEDURE

Subject to the exception below relating to Students’ Union events, any meeting or similar activity which involves an external speaker, exhibitor or event sponsor (including where members of the University community host and/or speak on behalf of an external organisation) is covered by this Procedure. It applies whether the event is held:

- on-line;
- on University premises or the premises of the Students’ Union; or
- at an external venue

and in each case where the event is held under the authority of the University or the Students’ Union or has an association or link to the University.

STUDENTS’ UNION EVENTS

The University’s Deputy Vice Chancellor, Strategy and Operations (“**Decision Maker**”) has approved the Sheffield Hallam Students’ Union External Speakers and Performers Policy (“**SHSU Policy**”) as a procedure under the University’s Code of Practice.

The SHSU Policy applies to and should be followed for events:

- organised by or on behalf of the Students’ Union; and
- which are held on Students’ Union premises, University premises, an external venue or on-line.

Any recommendation to refuse an event under the Students’ Union policy must be referred to, and the decision made by, the University’s Decision Maker (based on the third point of escalation as described in the paragraphs 13 to 15 below). An event may also be referred to the Decision Maker for a decision in borderline cases where those referring are unable to reach a clear recommendation and the final decision of the University’s Decision Maker is considered appropriate.

The SHSU Policy does NOT apply to, and the Procedure set out below should be followed for:

- University events held on Students’ Union premises; or
- Events held by informal student groups on University premises

A table illustrating whether this Procedure or the SHSU Policy applies to an Event is included at Appendix A.

OBJECTIVES OF THIS PROCEDURE

The University is committed to upholding the principles of freedom of speech and academic freedom within the law. This Procedure has been designed to support that commitment, following the principles and criteria set out in the Code of Practice.

The Procedure provides an early escalation route for Event Organisers where there are concerns that the Event, its subject matter or those involved might risk going beyond lawful free speech or impact on the University's ability to comply with its other legal duties (including the Prevent Duty and the Public Sector Equality Duty) and/or to protect the rights and freedoms of others. It also establishes a centralised audit trail for the recording of Events and how the Procedure has been applied to these (including the decisions made under the Procedure), which are mandatory reporting requirements in the University's Prevent Duty data returns to the Office for Students (OfS).

It is not anticipated that a significant number of events will raise concerns or require escalation under this Procedure i.e. escalation is unlikely to be required for established or regular events which are part of the curriculum, or where there is a balanced debate of non-controversial subject matter.

Where potential concerns are identified, however, escalation enables the University to consider, in line with the criteria in the Code of Practice, and having regard to the University's other legal obligations:

- any reasonably practicable steps or conditions necessary to secure freedom of speech and academic freedom within the law and allow the Event to go ahead; or
- in exceptional circumstances to refuse the event.

A flow chart of the escalation steps under this Procedure is included at Appendix D.

TERMINOLOGY USED IN THIS PROCEDURE

Where capitalised terms are used in this Procedure the meaning of the term is as shown in the table below:

Capitalised term	Meaning:
Decision Maker	means the third point of escalation for a proposed Event to whom GLSR may escalate the proposed Event for a decision. The Decision Maker under this Procedure is the Deputy Vice Chancellor (Strategy and Operations).
Event	means an event matching the description under the heading “Events covered by this Procedure”
Event Organiser	means the person organising and responsible for the Event being either: <ul style="list-style-type: none"> • a member of University staff; • a member of Students’ Union staff; or • a Student <p>Where an Event involves an external organiser the University staff member responsible for liaising with the external organiser regarding the Event shall be regarded as the Event Organiser for the purpose of this Procedure.</p>
Events Register	means the central register of all Events which is maintained by the University’s Events Team which can be accessed via this link: Events Register
External Speaker	includes external speakers (including performers and trainers), exhibitors and/or Event sponsors (including where members of the University community host and/or speak on behalf of an external organisation).
GLSR	the second point of escalation for a proposed Event and the source of help and advice regarding this Procedure. This is to a member of professional services staff in the Governance Legal and Sector Regulation Directorate who, acting on the authority of the University Secretary or the Head of Legal Services can approve a proposed Event or, where necessary, escalate the Event for a decision by the Decision Maker.
Initial Assessor	The first point of escalation for a proposed Event. This is the Event Organiser’s Head of Department (or equivalent). The Initial Assessor can approve a proposed Event, or where necessary, escalate the Event to GLSR for further consideration.

Capitalised term	Meaning:
Initial Screening Assessment	means the initial screening assessment completed by the Event Organiser and which is referred to in step 4 below. A copy of the Initial Screening Assessment is included at Appendix B at the end of this Procedure and can be accessed via this link: Initial Screening Assessment .
SHSU Policy	means the Sheffield Hallam Students' Union External Speakers and Performers Policy and procedure (reviewed September 2022)
Speech	means speech in the widest sense including the spoken and written word both printed and electronic (including social media and other digital communications), as well as actions, gestures and the display of images which convey meaning.

RESPONSIBILITIES AND PROCEDURE TO BE FOLLOWED BY EVENT ORGANISERS

Event Organisers must follow the steps in this Procedure at the start of the Event planning process before any firm plans have been made or invitations issued.

1. Event Organisers must log a proposed Event on the Events Register and complete the fields of the register which relate to the Code of Practice and this Procedure, including the Initial Screening Assessment (as described at step 4 below). Where a Student is the Event Organiser, they should ask their supervising academic or other relevant University or Students' Union staff member to log the Event on their behalf.
2. Event Organisers must:
 - a. ensure they have read, understand and comply with the Code of Practice and this Procedure;
 - b. in the case of University staff, have completed the University's mandatory training which includes training on: Equalities; Prevent; Data privacy (GDPR) and Security. Information and links to relevant guidance is also included at Appendix F;
 - c. ensure any proposed External Speaker is made aware of the Code of Practice and this Procedure and agree to comply with those parts which apply to them specifically including the code of conduct set out in the Code of Practice.
3. It is important Event Organisers do some initial background research, so they have a good understanding of the subject matter of the proposed Event, the relevant background of the proposed External Speaker and any issues relating to these. Event Organisers will need this to decide whether an Event requires escalation under this Procedure and, where escalation to GLSR is required, to assist GLSR in determining whether:
 - a. to escalate to the Decision Maker; or
 - b. approve the Event without further escalation.

4. The Initial Screening Assessment, which should be completed by the Event Organiser and is available through the link in the Events Register, should be used as a guide when deciding whether a proposed Event should be escalated under this Procedure for review by an Initial Assessor.
5. If an Event Organiser is unsure how to answer any question in the Initial Screening Assessment and/or whether to escalate a proposed Event for further consideration under this Procedure, the Event Organiser should contact their Initial Assessor or GLSR at SHULegal@shu.ac.uk for advice.
6. If the completed Initial Screening Assessment indicates the proposed Event:
 - a. *does not require escalation under this Procedure*: the Event Organiser can proceed with the organisation of the Event including the proposed External Speaker;
 - b. *does require escalation and further consideration by the Initial Assessor under this Procedure*: the Event Organiser should send the relevant details of the proposed Event to the Initial Assessor. The details provided to the Initial Assessor should include:
 - i. the Event Organiser’s completed Initial Screening Assessment;
 - ii. the background information and research regarding the proposed Event, its subject matter, the External Speaker, and any issues relating to these which the Event Organiser has compiled in line with step 3 above;
 - iii. any other relevant information which the Event Organiser believes may assist the Initial Assessor and/or GLSR and/or the Decision Maker to make a decision based on the principles and decision-making criteria in the Code of Practice.

FIRST POINT OF ESCALATION / APPROVAL: INITIAL ASSESSOR

7. The Initial Assessor will review the details provided by the Event Organiser including their completed Initial Screening Assessment and background information and make any further enquiries as may be necessary (or ask the Event Organiser to make these). Such further enquiries may include contacting colleagues within the University who can advise on:

Advice on:	Contact points
Safeguarding considerations and measures which can be put in place to address these;	Contact your local Designated Safeguarding Officer
Security arrangements;	Contact: Security Services
Event facilities and infrastructure, including marshalling, signage, access requirements	Email: Tricia Lee (Senior Events manager)
Marketing and Communications, including	Email: ! Press Office (for events which might attract heightened media attention or scrutiny)

Advice on:	Contact points
assistance with managing events subject to heightened media interest or scrutiny and the protection of the University's profile and reputation.	Email: ! SHU Communications (for assistance with publicising an Event)
Recording Events , including arrangements for recording, data protection and performance rights.	Email: ! SHU Communications (for assistance with arranging recording and branding) See the following guidance on data protection: Photography and videography – GDPR Guidance Email contact: dpo@shu.ac.uk Email: SHULegal@shu.ac.uk for guidance relating to performance rights.

8. Based on all the evidence gathered and all relevant issues, and applying the principles and criteria in the Code of Practice, the Initial Assessor may decide to:

- a. approve the Event;
- b. approve the Event subject to any required mitigations or conditions to address any potential legal risks or concerns identified. Such mitigations or conditions may include, but are not limited to those referred to in Appendix E; or
- c. refer the Event to GLSR for further consideration. This will be in cases where:
 - i. the Initial Assessor believes it may be necessary to refuse the Event under the Code of Practice criteria and appropriate mitigations or conditions cannot be put in place to address the identified legal risks or concerns; or
 - ii. the Initial Assessor believes the endorsement of GLSR is appropriate before deciding to approve an Event under 8(a) or 8(b) above.

9. The Initial Assessor will record the decision made and the reasons for it.

SECOND POINT OF ESCALATION / APPROVAL: GLSR ASSESSMENT

10. GLSR will review the details provided by the Initial Assessor and Event Organiser including the completed Initial Screening Assessment and background information and the details of any further enquires which have been made.

11. Based on all the evidence gathered and all relevant issues (including the outcome of any further enquiries as are deemed necessary), and applying the principles and criteria in the Code of Practice GLSR may decide to:

- a. approve the Event;
- b. approve the Event subject to any required mitigations or conditions to address any potential legal risks or concerns identified. Such mitigations or conditions may include, but are not limited to those referred to in Appendix E; or
- c. refer the Event to the Decision Maker for a decision. This will be in cases where:
 - i. GLSR believes it may be necessary to refuse the Event under the Code of Practice criteria and appropriate mitigations or conditions cannot be put in place to address the identified legal risks or concerns; or
 - ii. GLSR believes the endorsement of the Decision Maker is appropriate before deciding to approve an Event under 11(a) or 11(b) above.

12. GLSR will record the decision made and the reasons for it.

THIRD POINT OF ESCALATION: DECISION OF THE DECISION MAKER

13. An Event will only be refused by the Decision Maker in exceptional circumstances when the Decision Maker considers the Event should be refused based on the application of the principles and criteria in the Code of Practice and where appropriate mitigations or conditions cannot be put in place to address the identified legal risks and concerns. The same principles will be applied to Students' Union events which are referred to the Decision Maker as the final point of escalation under the SHSU Policy.

14. The Decision Maker will record their decision and the reasons for it.

15. If an External Speaker Event is refused GLSR will discuss this with the Event Organiser (and if appropriate Marketing and Communications) and agree how this will be communicated to the External Speaker. The decision will also be reported to the next meeting of the Board of Governors and included in the University's data return to the OfS.

Revised External Speaker Procedure approved through Chair's action on 10 October 2022 and 16 January 2023.

Appendix A

DOES THE UNIVERSITY PROCEDURE OR THE SHSU POLICY APPLY TO MY EVENT?

	Event organised by or under the authority of the University				Event organised by, on behalf of or under the authority of the Students' Union				Event organised by informal student groups
Event location	University premises (on campus)	Students' Union premises (on campus i.e. The Hubs)	Off campus (external venue)	Online	Students' Union premises (on campus i.e. The Hubs)	University Premises (on campus)	External venue off campus (not University or Students' Union premises)	Online	University premises
Procedure / Policy	University Procedure				SHSU Policy				University Procedure
Log on University's Events Register	✓	✓	✓	✓	No	✓	No	No	✓
How Students who are Event Organisers log their Event on the Events Register	University staff member to log Event on Events Register including the Initial Screening Assessment on behalf of the Student				N/A	Students' Union staff member to log Event on Events Register on behalf of the Student. Completion of the Initial Screening Assessment is not required.	N/A	N/A	University staff member to log Event on Events Register including the Initial Screening Assessment on behalf of the Student
					Students' Union will provide the University with details of events which are not logged on the University's Events Register on an annual basis.				

**Appendix B
INITIAL SCREENING ASSESSMENT**

This screening assessment should be completed by the Event Organiser and applies to the University’s Procedure for External Speakers (including performers and trainers), Exhibitors and Event Sponsors (including where members of the University community host and/or speak on behalf of an external organisation (collectively “External Speaker(s)”) which is made under the University’s [Freedom of Speech Code of Practice](#).

1	Event Organiser Name		
2	Event title and description of subject matter		
3	Does the Event involve an External Speaker, Exhibitor or Event Sponsor?	YES/NO	If NO this Procedure does not apply. If YES move to Question 4.
4	Is the Event, and the External Speaker’s involvement in it, an established or regular Event or series of Events at the University, which is part of the curriculum, and or involves a balanced debate of non-controversial subject matter?	YES/NO	If YES , you do not need to complete the remainder of this Initial Screening Assessment. You can continue with your Event planning arrangements. If NO , move on to Questions 5 and 6.
5	Is the External Speaker representing or linked to a proscribed organisation ?	YES/NO/UNSURE	If YES or UNSURE , you should complete Questions 6 to 10 and escalate to the Initial Assessor. If NO move on to Question 6. Your answers to Question 6 will determine whether escalation is required.
6	Does the subject matter of the Event and the External Speaker’s involvement in it relate to a matter which:		If YES to one or more of Questions 6(a) to 6(f) you should complete Questions 7 to 10 and escalate the Event to the Initial Assessor.

			If NO and the answer to Question 5 was NO , you can continue with your Event planning arrangements.
	a) is controversial, strongly contested or opposed	YES/NO	
	b) is of heightened media interest or scrutiny	YES/NO	
	c) risks protests, disruptions or public order issues, violence or fear of violence, terrorism or drawing people into terrorism.	YES/NO	
	d) may present a risk to the health, safety or welfare of those involved or who are otherwise exposed to the External Speaker Event and its subject matter.	YES/NO	
	e) may impact on good relations between people who share a protected characteristic (under the Equalities legislation) and people who do not share it; or may involve discrimination or harassment of people with a protected characteristic.	YES/NO	
	f) has been the subject of a previous refusal by the University based on the Code of Practice criteria or has been refused by another University under their own Freedom of Speech Code of Practice?	YES/NO/DON'T KNOW	
7	If you are escalating the Event / External Speaker's involvement in it to the Initial Assessor, please complete the following details:		
	a) Event Organiser's email		
	b) Event Organiser's phone number		
	c) College or Directorate		
	d) Name of External Speaker / Sponsor / Exhibitor		
	e) Event location		
	f) Proposed date of the Event		
	g) Estimated audience size		
	h) Name of Initial Assessor (Event Organiser's Head of Department or equivalent)		

	i) Email of Initial Assessor	
		Check box to show attached.
8	Please attach the background research you completed about the subject matter of the proposed Event and the relevant background of the proposed External Speaker in relation to this.	<input type="checkbox"/>
9	Please provide any other relevant information which explains why you have answered YES to Question 5 and/or YES (OR DON'T KNOW) to any one or more of Questions 6(a) to 6(f).	<input type="checkbox"/>
10	Please provide details of any risk mitigation measures which you were intending to implement in relation to the Event and the External Speaker's participation in it.	<input type="checkbox"/>

Appendix C**FREEDOM OF SPEECH – CODE OF PRACTICE CRITERIA**

1. A request to hold an event will only be refused when in the view of the University:
 - i) the event, or the publicity for the event, is likely to include, or lead to, or incite, an illegal act, or make it likely that the University will be failing to act in accordance with duties imposed on it by law, or infringe the rights and freedoms of others;

(For the purposes of illustration, 1(i) may include, but not be limited to:

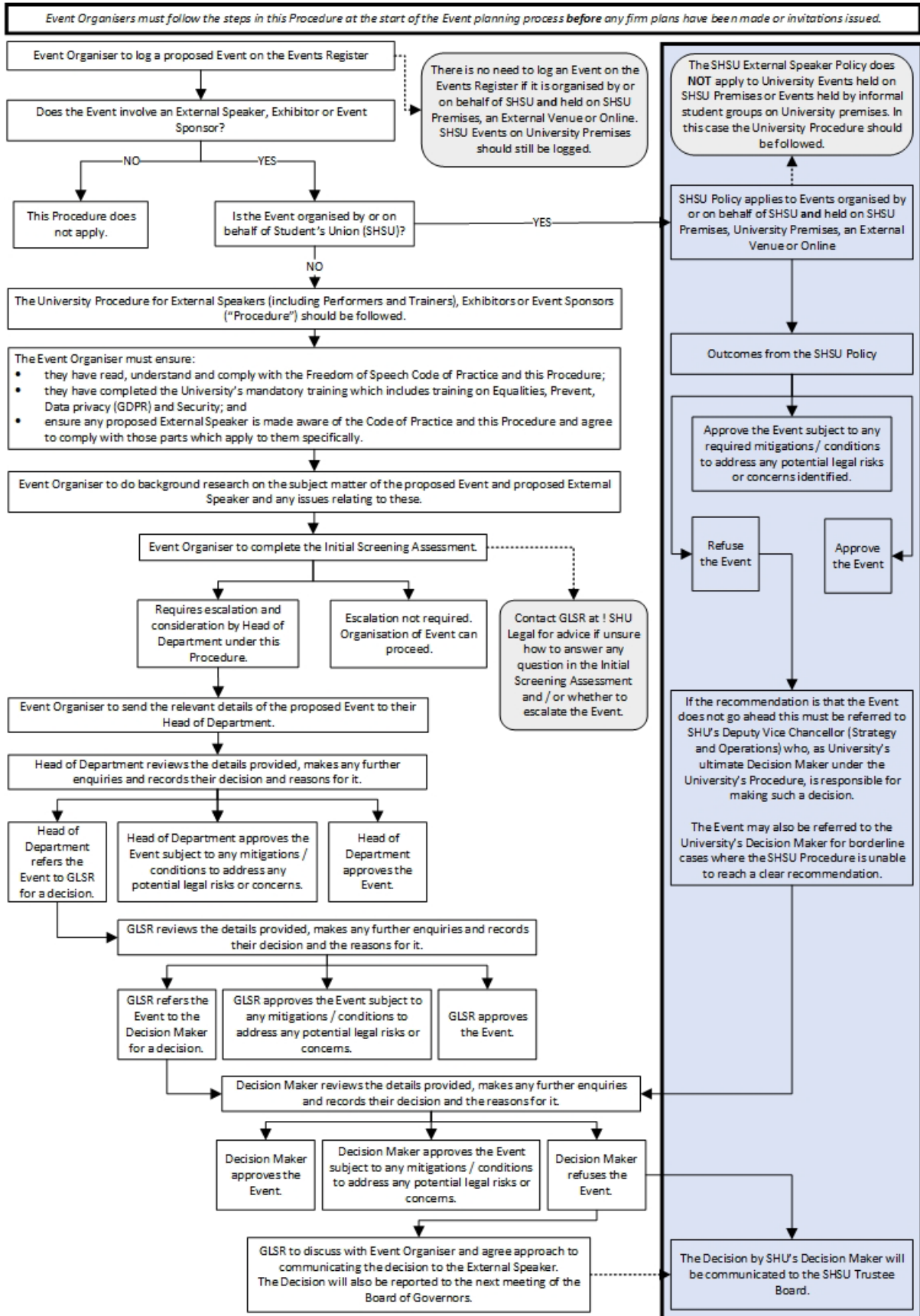
 - incitement of those persons attending to commit a criminal act;
 - the expression of views which may be contrary to the law, or the expression of views in a manner which may be contrary to the law;
 - organisation of the event, by, on behalf of, or in support of, a proscribed organisation;
 - any likely breach of the peace which may result from the event);
 - ii) the event is beyond the capability of the University to handle, including the protection of participants and University staff from harm and the security of University premises and equipment;
 - iii) the event has not been authorised through the relevant procedure laid down by the University for the authorisation of events.

2. In reaching a decision based on the criteria the University will give careful consideration to available evidence and all the relevant issues, and act proportionally.

It will balance the right to freedom of speech, and its duty to protect it, with any relevant legal limitations. It will also take into account relevant guidance that may be issued by appropriate bodies such as the government, the Equality and Human Rights Commission, and UUK.

3. All organisers of events will have to undertake to comply with all lawful and reasonable instructions issued by authorised University staff in relation to the location, arrangement and conduct of such meetings including adequate stewarding, chairing and provision of adequate control over entry. Such instructions may be issued as conditions for allowing the event to go ahead or, subsequently, including during the event.
4. Permission to hold an event may be withdrawn, or an event which is underway may be terminated, if any aspect of it is found subsequently to breach the above criteria, or the organisers of the event are found to be in breach of the relevant contract, or they are found to have provided false or misleading information, or they fail to comply with lawful and reasonable instructions issued by authorised University staff.
5. The University reserves the right to seek advice from the police about any public order aspect of a proposed event, and to make police support at an event a condition for it to be allowed to go ahead.

**Appendix D
EXTERNAL SPEAKER PROCEDURE - FLOWCHART**



Appendix E

POSSIBLE RISK MITIGATIONS AND/ OR CONDITIONS (REASONABLY PRACTICABLE STEPS)

There are a range of steps, mitigations or measures which could be taken to address any identified risks, protect freedom of speech and be a condition of allowing an Event to proceed. These include but are not limited:

- Promoting balanced debate and challenge;
- Countering the views of a high-risk speaker with a speaker having an opposing view;
- Using an independent chairperson to ensure that a range of views are heard;
- Putting additional security or marshalling in place;
- Controlling entry to the Event: For example, requiring attendees to pre-register and/or ticketing an Event;
- Filming or recording an event to deter use of unlawful speech;
- Postponing an event or considering an alternative location if this would allow adequate measures to be put in place and freedom of speech protected.

Appendix F FURTHER GUIDANCE

A range of further guidance, training and information is available for users of this Procedure. In addition to ensuring you have read and understand the University's [Freedom of Speech Code of Practice](#) and this Procedure, further information is also available through the links below. You can also contact GLSR at SHULegal@shu.ac.uk for advice.

[University guidance on Equality, Diversity and Inclusion](#)

[University guidance on the Prevent Duty](#)

[University Prevent briefing note and access to the Prevent Course](#)

Equality and Human Rights Commission guidance:

- [Freedom of Expression – a guide for higher education providers and students' unions in England and Wales](#)
- [Delivering the Prevent Duty in a proportionate and fair way](#)

OfS advice to providers:

- [Prevent monitoring in higher education during the Covid-19 pandemic](#)